

THE NETWORK

*Newsletter for Foreign Service Family Members seeking employment in the Washington area
Published by the Family Liaison Office, Department of State*

JANUARY 2004

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NOTICE TO NETWORK RECIPIENTS

FLO's Subscription Database

Subscribe online to receive *The Network* through our subscription Database (**Intranet only**). It's easy! Simply fill out the subscription form and select *The Network*
<http://hrweb.hr.state.gov/FLO/FLOSubscription.html>

If you do not have access to the Intranet and would like to be added to *The Network* distribution list, please send a request to FLO at FLOASKEMPLOYMENT@state.gov

Due to the size of the publication, Hotmail accounts are not accepted.



The Family Liaison Office

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(Intranet) <http://hrweb.hr.state.gov/flo/index.html>

*Businesses or institutions represented in The
NETWORK carry no endorsement from the Family
Liaison Office or the Department of State.*

ANNOUNCEMENTS

FLO's Job Seekers Network Group

The job seekers network group is for Foreign Service family members who are committed to a job search. Whether looking for Federal employment or employment outside of government, searching for a job is a challenge. Successful job searches require time, energy, information, skills, and the motivation to get started and keep going! The Network Group will serve to keep you informed of new job search information, keep you motivated, and put you in touch with colleagues also looking for work. The idea is to share information, contacts, tips, and offer support.

NEXT MEETINGS:

- ⇒ **THURSDAY, JANUARY 8, 2004 1:00 – 2:00 p.m.**
- ⇒ **THURSDAY, JANUARY 22, 2004 1:00 – 2:00 p.m.**

FOR: Foreign Service Family Members in the process of job search in the Washington D.C. area

WHERE: Department of State, (C-Street entrance)
Check with FLO for meeting room

CONTACT: Jenneke Fijn van Draat, Employment
Program Specialist

PHONE: 202-647-1076

EMAIL: FLOAskEmployment@state.gov

RSVP: Please, call or email FLO for meeting details, and to get your name on the list so that you will be able to enter the building. If you don't have a diplomatic passport, we will need your date of birth (DOB) and SS number.



UPDATE ON PIT BUYBACK LEGISLATION

As most of you are aware, PIT buyback language was incorporated into the State Authorization Bill passed in September 2002. A provision in the bill required the Office of Personnel Management to issue the implementing guidelines but did not include a deadline date for implementation. Subsequently, AFSA drafted amended language in order to facilitate an implementation deadline date. This amended language has been incorporated into the current State Authorization Bill still under consideration by Congress.

A new development is that OPM, on behalf of the Administration, sent a request to the Hill on August 26, 2003 to repeal the PIT provision that was included in last year's legislation. AFSA has developed a point-by-point response to OPM's request and is working with offices of the sponsors of the original bill on both the Senate and House side to circumvent any legislation repeal.

Family members affected by this legislation should be aware that this is currently an inside legislative battle, requiring no additional action at this time. However, FLO, AFSA and AAFSW will post updates on their respective web sites as information becomes available and will notify family members if events warrant future action.

In the interim, we encourage family members who wish to be kept apprised of updates to send an email to FLOAskEmployment@state.gov as follows:

SUBJECT: *PIT Buyback – Your Name*

Please add my name to the distribution list for information and updates on the PIT Buyback

NAME:

CURRENT ADDRESS:

PERMANENT ADDRESS:

PERSONAL EMAIL:

BUSINESS EMAIL:

SERVICE DATES (*i.e., 1989-90, 1992-95*):

POST OR POSTS WHERE YOU WORKED ON A PIT APPOINTMENT:

JOB FAIRS

DEFENSE SYSTEMS & INFORMATION INTELLIGENCE CAREERS – **VIRGINIA DEFENSE CAREERS**

- February 19, 2004
To be held in Herndon, VA
- January 22, 2004 & March 18, 2004
To be held in Linthicum, MD
- March 11, 2004
To be held in Chantilly, VA

For more info: <http://www.intelligencecareers.com/careerfairs>

NONPROFIT CAREER FAIR

March 30, 2004
To be held at Goucher College in Baltimore, MD
For more info: <http://www.idealists.org>

2004 FOREIGN SERVICE WRITTEN EXAMINATION

We are pleased to announce that the FSWE will be given on **April 24, 2004**. This will be the only administration of the exam in 2004. Applications for the April 24 exam must be received by March 17, 2004 for foreign test sites, and March 24, 2004 for domestic test sites.

Potential exam takers should not write to the Department for registration information. All inquirers should be provided registration materials directly by posts or advised to visit the State Department website at <http://www.careers.state.gov>

DISTANCE LANGUAGE AND LEARNING AT THE FOREIGN SERVICE INSTITUTE

The Foreign Service Institute offers language programs at a distance, delivered to your desktop, including:

- Express Online Familiarization Courses
- Online Introductory Courses
- Online Reading Maintenance Courses
- Out and About Self-Study Programs

For more information please call 703.302.6858 or email Onlinelanguage@state.gov

GOVERNMENT JOB OPENINGS

The jobs that are listed below in the Government Section of this newsletter require that you have non-competitive eligibility <http://www.state.gov/m/dqhr/flo/rsrscs/pubs/2093.htm> If you have a question regarding eligibility please click on the link above or contact our office and speak to our employment specialist 202.647.1076.

BUREAU OF LEGISLATIVE AFFAIRS (H)

Office Management Specialist (NTE 6 months) FP-05

PD 1.1.04

Job Description:

The incumbent of this position serves as the secretary and personal assistant to a Deputy Assistant Secretary for Legislative Affairs who is delegated with full responsibility for a major program of this office, the functions of which include the supervision and coordination of all legislative and non-legislative relationships.

The activities directed by the Deputy Assistant Secretary comprise the functions of a primary organizational segment of the Department and include constituent programs which are numerous and complex, requiring extensive coordination and control by the Deputy Assistant Secretary.

Utilizing a thorough understanding of the area of responsibility of his/her superior and its relation to the executive structure of the Department and a good working knowledge of the programs carried on in the Office of the Assistant Secretary for Legislative Affairs.

The competent performance of these duties requires that the incumbent work very closely and in complete harmony with the Deputy Assistant Secretary in order that he/she may be fully aware of his/her policies and viewpoints as they relate to current situations and to plan for projected activities.

Typical duties, which are, performed under general direction and which require that he/she deal effectively with high-ranking diplomats of this and other countries, high-ranking officials of the Department and other government agencies, White House officials, and Members of Congress.

1. Receives and make proper disposition of telephone calls coming into the office, referring to the Deputy Assistant Secretary only those which, in his/her judgment, cannot or should not be referred to others or handled by herself.
2. Follows up on important telephone conversations and takes appropriate steps to insure that necessary action is initiated, and follows up to ascertain that such action is completed as quickly as possible and, if necessary, reported to the Deputy Assistant Secretary.
3. Maintains the calendar of the Deputy assistant Secretary, arranging, referring to other officials, or re-scheduling appointments as she deems necessary.
4. Reviews all incoming correspondence and forwards it with necessary information or instructions to the appropriate offices for action or composes replies for her own signature when appropriate.
5. Reviews all outgoing correspondence for compliance with established with policy and the Deputy Assistant Secretary's viewpoints before presenting to her.
6. Serves in a liaison capacity between the Deputy Assistant Secretary and his/her staff and other offices in the Department, assuring that his/her staff is currently informed of his/her plans and commitments and is cognizant of the status of matters under discussion or consideration by his/her and that the activities for which his/her subordinates are responsible.
7. As requested, makes careful and exhaustive searches for information difficult to obtain, compiles data, and makes preliminary analyses.
8. From rough draft, notes or oral instructions, types correspondence, forms, reports, cables into final form.
9. Provides guidance to lower grade clerical employees assigned to the office in connection with her responsibility for the efficient operations of the immediate office of the Deputy Assistant Secretary.

Contact Person: Barbara Thomas, HR Specialist

Contact Email or Phone: ThomasBX@State.gov 202-647-2642

Clearance Required: Top Secret

OFFICE OF CAREER DEVELOPMENT & ASSIGNMENTS

Senior Level Division

Program Specialist, GS-301-9

PD 1.1.04



Program Specialist

04-0138.doc...

OFFICE OF MEDICAL SERVICES, M/MED/HP

Health Practitioner Program

Secretary (OA), GS-318-07 & Secretary (OA), GS 318-05

PD 1.1.04

M/MED/HP – Health Practitioner Program, **Secretary** (OA), GS-318-07
M/MED/FP, Foreign Programs, **Secretary** (OA), GS-318-05

POC: Sandra Waters, 202.663.1746 or via email WatersSL@state.gov

SECRET clearance is required.

U.S. and FOREIGN COMMERCIAL SERVICE

Office of Foreign Service Human Resource

Program Assistant, GS-303-7/8

PD 1.1.04

This position is located in the Office of Foreign Service Human Resources, which provides HR services to Department of Commerce Foreign Service personnel. The incumbent serves as program assistant to the Human Resources Manager, providing administrative and budget support to the office, which is responsible for the travel and transportation of officers and their families as well as the full, range of HR functions. Candidates must have non-competitive eligibility and have a security clearance. Please e-mail resume/letter to Nancy.Kripner@mail.doc.gov or fax to 202-482-1569. This position is opened until filled.

U.S. DEPARTMENT OF STATE VACANCY LISTINGS

A more comprehensive and detailed job announcement web site has become available to family members in their search for government employment. You can now view detailed job descriptions and submit resumes online.

Please visit the OPM web site on the Internet for a complete list of available positions within the Department of State.

- <http://www.usajobs.opm.gov>
 - <http://www.opm.gov/pressrel/2003/BL-USAJOBS.asp>
(press release on new OPM job site)
- <http://www.state.gov/employment/>

Contains International and Bureau of Diplomatic Security Vacancy Announcements

CONSULAR AFFAIRS VACANCY LISTINGS

This site can only be accessed through the Department of State INTRANET web site.

<http://10.8.40.7/HRD/merits.htm>

Jobs are updated every Monday. When looking at job announcements, make sure that you look at the “**Area of Consideration**”. *Each civil service job announcement has a specific “area of consideration” which defines the applicant pool. EFMs with executive order eligibility qualify as “non-competitive eligibles”. FMAs qualify as “State Department employees”, but also need executive order eligibility in order to be hired quickly.*

NON-GOVERNMENT JOB OPENINGS

FOREIGN SERVICE INSTITUTE

Transition Center

Summer 2004

PD: 1.1.04

YDD/YSOS Coordinator

YDD/YSOS Teachers (3)

YDD/YSOS Teacher's aides (3)

Part-time job opportunity in the FSI Transition Center for Summer 2004

The Transition Center at the Foreign Service Institute is seeking applications for the following positions:

YDD/YSOS Coordinator

YDD/YSOS Teachers (3)

YDD/YSOS Teacher's aides (3)

Background:

Young Diplomats Day (YDD) is a one-day introduction to the world of diplomacy for children of USG employees assigned abroad. Children in grades two through twelve participate in a variety of activities including role-play, arts and crafts, and open discussion in age-appropriate classrooms (elementary, middle and high school).

Youth Security Overseas Seminar (YSOS) is a one-day course for children in grades two through twelve. Children explore safety and security threats they might face in an overseas environment and identify resources to protect themselves. YDD and YSOS together are a two-day diplomatic training program for Foreign Service kids.

YDD is offered four times during the summer, and YSOS is offered seven times in the summer and once in February.

The dates for YDD are June 21

July 12

July 26

August 2

The dates for YSOS are February 21

June 8

June 22

July 6

July 13

July 20

July 27

August 3

For the coordinator and teaching position, a teaching background is required, but certification is not. Knowledge of foreign service life is preferred. Applicants for the teacher's aide positions should be Foreign Service high school or college students with recent overseas experience.

Coordinator position:

Prior to the yearly training programs, the YDD/YSOS Coordinator will:

- Collaborate/coordinate with the Transition Center Training division the process of acquiring and selecting teachers and assistant teachers for the summer youth programs. (NOTE: Transition Center Staff will have final approval on all selections.)
- Prepare and submit an agenda for the Orientation Meeting for review by the Transition Center staff.
- Review, revise, and update program curricula and job descriptions.

During the scheduled training, the YDD/YSOS Coordinator will:

- coordinate and organize the registration process for each class offering.
- monitor the “snacks” inventory and coordinate and manage their distribution.
- serve as a substitute teacher when necessary.
- chair meetings for information sharing about classroom events.
- provide feedback on performance to teachers, assistants, and interns.

At the conclusion of the yearly training program, the YDD/YSOS Coordinator will:

- collect, inventory, and return all training materials used during the year to the Transition Center Training staff.
- Conduct a program review activity to gather comments regarding best practices, suggestions for improvement, etc.
- Schedule a program review with the Transition Center Training staff to discuss curriculum, teacher recommendations, and student evaluations.

Teaching position:

Prior to the yearly training programs, the YDD/YSOS teachers will:

- attend a half-day orientation program before the first offering of the course to familiarize all with the curriculum and to introduce all members of the training team.

During the scheduled training, the YDD/YSOS teachers will:

- Present the training material provided by the Transition Center.
- Attend periodic end-of-day de-briefing meetings to share information about classroom events.

Teacher's aides:

Prior to the yearly training programs, the YDD/YSOS teachers will:

- attend a half-day orientation program before the first offering of the course to familiarize all with the curriculum and to introduce all members of the training team.

During the scheduled training, the YDD/YSOS teachers will:

- Assist the teacher in presenting the training material provided by the Transition Center.

- Attend periodic end-of-day de-briefing meetings to share information about classroom events.

Salary:

A stipend is paid for each day worked. The stipend varies from \$100.00 - \$300.00, depending on the position.

Interested persons should send a current resume to Pat Schofield at SchofieldPF@State.gov. Applicants for the teacher's aide positions should submit a letter of application listing posts where they've lived, school activities, and a statement about their interest in the program.

COMMUNITY OF BOSNIA

Program Associate – part-time

Washington, DC

PD: 1.1.04

3 Washington Circle, NW

Suite 502

Washington, DC 20037

Phone: 202-861-0561

Fax: 202-833-8933

cobamerica@aol.com

Summary:

Under Executive Director's supervision performs variety of fundraising tasks –including the solicitation and cultivation of donors - as well as provide office support and fulfill administrative duties for the non-profit organization, the Community of Bosnia (COB).

Duties and responsibilities:

- Assists Executive Director in the identification, cultivation, and solicitation of major donors and donors prospects;
- Assists ED in the composition and preparation of documents such as grant applications, major gift proposals, annual reports, and other written materials;
- Maintains COB's database, mailing lists and records including those used to track donor contributions;
- Assists in preparation and implementation of mailings to key constituents (e.g., fund appeal letters, acknowledgement letters etc.);
- Supports ED in the facilitation of donor events;
- Enters data regarding pledges and donations, generates reports and merges documents from e-tapestry;
- Assists with the filing and record keeping;
- Drafts or prepares responses to routine inquiries, prepares photocopies and facsimiles, goes to the post office;
- Performs basic routine bookkeeping functions, which may involve simple billing and cash receipt activities;

- Edits and proofreads documents to ensure accuracy;
- Updates COB website;
- Recruits and manage volunteers;
- Performs miscellaneous job-related duties as assigned.

Minimum job requirements:

- Bachelor's Degree with 3-5 years experience directly related to the duties and responsibilities.
- Candidates with the interest in East European or international affairs, and background in development, preferred.

Skills:

- Excellent writing skills;
- Good planning, administrative and organizational skills;
- Good interpersonal skills and ability to effectively work within a team;
- Ability to speak Bosnian or other Slavic language desirable but not necessary;
- Computer literacy including Microsoft Word, Excel, PowerPoint, and/or Publisher.

Salary: \$15-20 per hour depending on qualifications

Hours: Flexible hours, up to 20 hours per week

NOTE: The scope of work in the Washington, DC office is greatly reduced during the summer time while COB's program is implemented in Bosnia and Herzegovina (June-August).

BUREAU OF POPULATION, REFUGEES & MIGRATION (PRM/EX)

Speech Writer/Drafter (WAE)

Washington, DC

PD: 1.1.04

PRM is looking for a WAE employee, preferably with extensive public diplomacy background, for speech writing/drafting in connection with humanitarian assistance and related efforts around the world. Must have extensive writing experience.

Work would be irregularly scheduled and temporary.

Salary level is determined on final grade at retirement.

If interested please call Kim DeBlauw, PRM Executive Director on (202) 663-1007. Resumes w/cover letter may be emailed to: KleiberNL@state.gov

MANAGEMENT SYSTEMS INTERNATIONAL (MSI)

Accounts Payable Clerk

Washington, DC

PD: 1.1.04

Responsibilities:

To assist the A/P Manager in processing and entering all the payables of the company, to prepare and send payments to our vendors, consultants and subcontractors, to maintain the files of these, to maintain the Accounts Payable records in Deltek, and to provide administrative support to the department

Required Skills :

Knowledge of Deltek GCS Premier (MSI's accounting software package); knowledge of basic accounting; good Excel skills , organizational skills and data entry experience.

Preferred Skills:

Prior experience with a USAID contractor, experience in other accounting functions such as payroll or billing, more than three years accounting experience, foreign language or an undergraduate degree.

If interested, please e-mail a cover letter and resume to: gcritchley@msi-inc.com

Only Metropolitan Washington, DC area residents considered.

Human Resource Administrative Assistant

Washington, DC

PD: 1.1.04

College degree and two years experience in the personnel /human resource field required. Second language a plus and residency in Washington, DC required. If interested, please e-mail a cover letter and resume to: gcritchley@msi-inc.com

Controller

Washington, DC

PD: 1.1.04

Required minimum five years experience in accounting and financial management/supervision; internal auditing, Deltek GCS Premier expertise, BA and residence in Washington, DC. Preferred CPA, experience with USAID or government contracting, or second language. If qualified, please e-mail cover letter and resume to: gcritchley@msi-inc.com

CEDPA
Basic Education Advisor
PD: 1.1.04



Education
Advisor.doc

For more information, please contact, Helen Farinella, Human Resources Manager
CEDPA
1400 16th Street, NW
Suite 100
Washington, D.C. 20036
Telephone: 202-667-1142
Fax: 202-667-4371
www.cedpa.org

BEVERLY HILLS CHURCH PRESCHOOL
Preschool Educators & Administrative Assistant
Alexandria, VA
PD: 1.1.04

Beverly Hills Church Preschool (located in Alexandria, VA near I-395 and Glebe Road) Seeks Preschool Educators for September 2003. Join our parent cooperative setting as a member of a collaborative team of educators inspired by the Reggio Emilia approach. Positions are part-time and include weekly paid planning/meeting time, public school calendar, on-going staff development, and an atmosphere of growth and learning for all. Please email resume with cover letter to: bhcp@starpower.net

COMPANY JOB VACANCY WEB SITES

MAN TECH INTERNATIONAL CORPORATION
Fairfax, VA
<http://www.mantech.com/employment/employment.htm>

OMNIPLEX World Services Corporation
Chantilly, VA
<http://www.omniplex.com>

ESL EMPLOYMENT WEB SITE

<http://www.esemployment.com>

Search for the latest teaching jobs and career opportunities abroad in the field of ESL / EFL. Web site includes job opportunities by Region!

MARYLAND UNIVERSITY OF MARYLAND AT COLLEGE PARK

The Personnel Services Office is pleased to bring you the Job Vacancy Announcement in electronic format. Click on the link <http://www.personnel.umd.edu/epostinglist/umjobs.pdf> to view the current job openings on campus. In order to open it you will need the Adobe Acrobat Reader. If you do not already have the Adobe Acrobat Reader, click on the link <http://www.personnel.umd.edu/Orgdev/adobeinstruction.html> This will install it on your computer. Once Adobe is loaded, click on the link to the Vacancy Announcement.

MILITARY HIRE

The MilitaryHire Newsletter for October 2003 is now available online at <http://www.militaryhire.com/newsletter/candidate.htm> It includes an update on the services MilitaryHire offers to military veteran job seekers and information on companies currently hiring veterans.

U.S. INVESTIGATIONS SERVICES

<http://www.usis.com>

DEVELMENT EX

<http://www.developmentex.com> is an excellent source of job information particularly those looking for opportunities in the international development arena. The site allows subscribers to post their resumes for free and provides periodic updates on job announcements.

INTERNATIONAL CAREER EMPLOYMENT WEEKLY

- <http://www.internationaljobs.org>
- Telephone: 434-985-6444
- Weekly newspaper has 500+ job vacancies. Jobs are listed by function - international development and assistance; international understanding, education, communication, exchange; etc. Includes some jobs in U.S. I was intrigued by the Researcher job for Development & Training Services (DTS) in Arlington, VA, in the November 14th issue.
- You can check out some ads for free on the website, but, to see all, you must subscribe. 6 weeks costs \$26, 3 months costs \$46, and so on. Subscription includes e-mail notifications.

INTERNATIONAL EMPLOYMENT GAZETTE

- <http://www.intemployment.com>
- Telephone: 800-882-9188
- Hundreds of international jobs; organized by region with functional sub-headings. A job as Grants/Contracts Officer for IntraHealth International in God's Country (aka North Carolina) caught my eye!

- 26 hard copy newspapers published each year. Cost is \$40 for 3 months, \$75 for 6 months, etc.
- Website updated every business day. Cost is \$19.95 for 1 month, \$39.95 for 3 months, etc.

OPPORTUNITIES IN PUBLIC AFFAIRS

- <http://www.opajobs.com>
- Telephone: 301-571-0102
- Public affairs openings in the Washington, D.C. area - some really interesting NPR jobs in the November 11 issue! Jobs are listed by functional area - public relations & media jobs, jobs on Capitol Hill, etc.
- Hard copy newsletter published twice monthly. Some vacancies accessible on website for free, but subscription for 200+ vacancies costs \$29 for 2 months, \$49 for 4 months, and \$69 for a year

THE NONPROFIT TIMES

- <http://www.NPTIMES.com> and <http://www.nptjobs.com>
 - Fax 973-394-2888
 - Various jobs in non-profits all over the U.S. - an ad for Government Relations Officer for the International Medical Corps looks good in the November 15th issue.
- Subscription to the NPT newspaper (with some job vacancies) is \$65 for 1 year; it is published twice monthly. Free access to the jobs on the website; you can even post your resume on this site.

FLO'S EMPLOYMENT RESOURCES WEB SITE

Family members returning to the United States have many employment options.
Here is the FLO web site link to employment information.
Check it out!

<http://www.state.gov/m/dqhr/flo/c1959.htm>

- ❑ [Checklist for Washington Area Employment](#)
- ❑ [Employment for Family Members Returning to the United States](#)
- ❑ [Federal Employment](#)
- ❑ [Training for Foreign Service Family Members](#)
- ❑ [Home-based Businesses](#)
- ❑ [Creating a Global Resume/CV](#)
- ❑ [Executive Order Eligibility](#)
- ❑ [How to Prepare your SF-171](#)
- ❑ [Temporary Employment Resources in Washington, DC](#)
- ❑ [Employment Compensation for Family Members on Evacuation Status](#)
- ❑ [Using the Internet to Assist Family Members with a Local Employment Search](#)
- ❑ [Washington Area Career Centers](#)

LOCAL EMPLOYMENT WORKSHOPS

THE WOMENS CENTER

133 Park St., NE
Vienna, VA 22180
703-281-2657

www.thewomenscenter.org

The Women's Center is pleased to offer the following Career Services to assist you in your job search. Whether you are seeking employment, changing career paths, re-entering the job market, or entering it for the very first time, we're here to help you during this important transition

<http://www.thewomenscenter.org/Career.htm>

THE MONTGOMERY COUNTY COMMISSION FOR WOMEN'S CENTER

401 North Washington Street
Suite 100

Rockville, MD 20850-1703

PHONE: 240-777-8300

TTY: 301-279-1034

FAX: 301-279-1318

Email: cfw@montgomerycountymd.gov

Web Site:

<http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/cfw/index.asp>

The Montgomery County Commission for Women Counseling Center is a Montgomery County government agency located in Rockville, MD. They have a diverse and highly trained professional counseling staff consisting of certified counselors and licensed clinical social workers, as well as other career and mental health counselors. All of the counseling staff has extensive experience working with multi-cultural clients, and several have bilingual capability. The dedicated staff offers an expertise in short-term, solution oriented counseling, and we charge low and affordable fees.

The Montgomery County Commission for Women Counseling Center provides for types of counseling services for adults: personal counseling, career counseling, couples counseling, and displaced homemaker counseling. They also offer a wide range of workshops and seminars. For more information and a schedule of workshops, visit their web site listed above.

CAREER DEVELOPMENT RESOURCE CENTER

Room L-321, SA-1; Columbia Plaza
202-663-3042

Intranet: <http://hrweb.hr.state.gov/csp/cdrc/index.html>

Internet: <http://www.state.gov/m/dghr>

The Career Development Resource Center hosts workshops, open to family members, on such topics as: Resume Writing, Addressing Key Ranking Factors, Mentoring, Customer Service, Tips for Applying for Federal Jobs, and other important topics. Please visit our site <http://www.state.gov/m/dghr> for upcoming workshops.

These workshops are open to all employees of the Department of State and Foreign Service Family Members. Reservations are not required. For more information, please call the Career Development Resource Center at (202) 663-3042. **Please call in advance because of security considerations for entering SA-1.**

FOREIGN SERVICE INSTITUTE, TRANSITION CENTER

THE TRANSITION CENTER

NFATC

4000 Arlington Boulevard

Arlington, VA

703-302-7268

Internet <http://www.state.gov/m/fsi/tc/>

Intranet <http://fsi.state.gov/fsi/tc/default.asp>

SCHEDULE OF COURSES: January - March 2004



Unformatted
Schedule Feb-Mar '04



Transition Center
Course Listi...

For information regarding training opportunities at the Foreign Service Institute: The Fast Train program, fsifastrac@state.gov, Adult Education Opportunities, and more, click on FLO's Internet web site page [Training for Foreign Service Family Members](http://www.state.gov/m/dghr/flo/12895.htm) <http://www.state.gov/m/dghr/flo/12895.htm>

TESOL PROGRAM, LSF, AMERICAN UNIVERSITY

Washington, DC 20016-8045

202-885-2582

Email: tesol@american.edu

<http://www.american.edu/tesol>